



Approved For Release 2002/05/20 : CIA-RDP80B01139A000500010001-7

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DEFENSE INTELLIGENCE AGENCY
WASHINGTON, D. C. 20301



DIA Declassification/Release Instructions on File

S-2026/AP-1M2

20 APR 1966

SUBJECT: Committee on Documentation Report of Task Team IV
(Installations) (U)

TO: Central Intelligence Agency
Washington, D. C. 20505
ATTN: Chairman, CODIB

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1. (U) Reference is made to CODIB-D-111/1.4/7, 21 December 1965, subject: Report of Task Team IV (Installations).
2. (U) The referenced CODIB document requested the Defense Intelligence Agency (DIA) to provide recommendations on four issues (paragraph D.5.) involved in implementing the CODIB report.
3. (S) The implementing of standardized reporting on installations will require close coordination between DIA and the other members of USIB to permit orderly progress, desired responsiveness and prevent the over-committing of resources of any of the participants. The following comments and recommendations by DIA concerning the referenced four issues were developed with these considerations paramount:

a. (S) Procedures to be adopted in the areas of communication, control and enforcement. There must be adequate responsiveness by DIA to requests for Bombing Encyclopedia (BE) numbers and insurance that duplicate BE numbers are not assigned to the same installation. DIA will provide an updated list of BE numbers that have been assigned. This list should be checked by an agency in seeking a BE number for an installation. The agency will then direct any requests for new BE numbers to the Automatic Data Processing Systems Center (DIAMS) of DIA. Requests will include a name verified by or based on policy developed by the Board of Geographic Names (BGN), coordinates, graphic source of coordinates, and a category code derived from the Handbook for Installation Naming and Functional Classification (DIAM 65-3-1). Individual or small requests can be serviced, if required, on a priority basis. Large requirements including the updating of agency files will be individually scheduled and may involve additional assistance to DIA by the requester. The updating agency must apprise DIA of any subsequent changes made in the name, category code or coordinates of installations for which BE numbers have been provided. DIA will provide a consolidation of all these changes in the installation file through periodic issuances of an updated BE listing. Differences may occur among agencies in the categorization of installations. The adopted installation identification system was designed to permit the

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identification of different functions associated with one installation such as would be expected with a large manufacturing plant. However, it would be an improper use of the procedure, for example, to categorize an installation as both a missile site and for grain storage. It is planned to resolve such differences between other agencies and DIA on an analyst-to-analyst basis. Differences that do not involve DIA, must be resolved by the agencies before DIA can respond. DIA recommends that the participating agencies establish an internal procedure for enforcing the use of this installation identification system in the developing of their files and in their products.

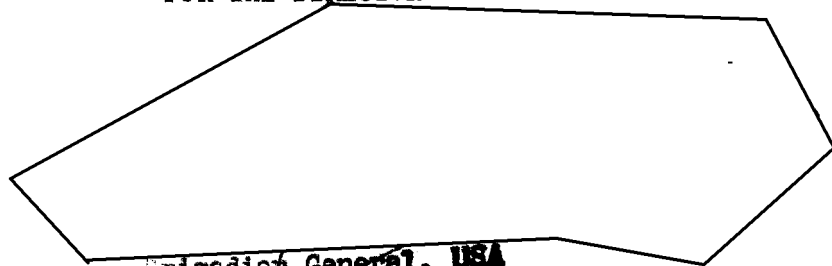
b. (S) Resolving security problems involving use of all-source data. The transfer of data between the other member agencies and DIA will involve, in this instance, only a BE number, BGN name, coordinates, source of coordinates and a category code for each installation. These data elements and the present sanitization procedures appear to preclude the use of any classification higher than SECRET. The data elements are automatically classified NO FOREIGN DISSEMINATION and CONTROLLED DISSEMINATION unless the analyst inputs the release exceptions. However, if it becomes evident that these data elements on an installation should be classified higher than SECRET, a special file cross-referenced to the basic file will be developed.

c. (U) Modification of the DIA functional category code. DIA will consider any recommendations for changes to the present DIAM 65-3-1 for improving the categorization on installations.

d. (U) Installation naming system which will permit an adequate fixed-length field. The present size for the name field does represent a very significant section of a punch card and a major data field in any printout. However, DIA has found that the 38 space name field meets its requirement for the installation file. This length of the name field does not require the extensive use of abbreviations. A significant reduction in the length of the name field would require extensive use of abbreviations which would adversely affect the usability of the file.

4. (U) The implementation of this installation identification procedure will have a decided impact on each of the participating agencies. It is recommended that the representatives from each of these agencies meet informally with the DIA to discuss the anticipated workload problems prior to the submission of individual agency plans for implementation to CODIB.

FOR THE DIRECTOR:



Brigadier General, USA
Chief, Production Center

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